

**STANDARD PURCHASING RESOLUTION 2 – Award To Low Bidder Meeting Specifications**

RESOLVED, That a one (1) year contract to provide Laser Printing and Distribution of the City of Troy Water and Sewer Bills, with an option to renew for three (3) additional years is hereby awarded to the low bidder meeting specifications; Lasercom LLC of Troy, MI for an estimated total cost of \$12,178.22 per year, plus the actual cost of first class postage, at unit prices contained in the bid tabulation opened March 12, 2015, a copy of which shall be ATTACHED to the original Minutes of this meeting expiring April 30, 2019.

**BLANKET ORDER****Ship To**CITY OF TROY  
Water  
4693 ROCHESTER ROAD  
TROY, MI 48085**Bill To**CITY OF TROY  
Water  
4693 ROCHESTER ROAD  
TROY, MI 48085No. 2015-00001737  
DATE: 03/26/2015  
PAGE: 1 of 2  
FOB DESTINATION**VENDOR NO. 165197****Vendor**LASERCOM  
2230 ELLIOTT DRIVE  
TROY, MI 48083**EXPIRATION DATE**

04/30/2016

**COUNCIL RESOLUTION**

2015-03-047-J-4a

COPY

QUANTITIES ARE ESTIMATED AND WILL BE ORDERED AS NEEDED

QUANTITY	UNIT	DESCRIPTION	UNIT COST	TOTAL COST
1	Year	WATER BILL PRINTING ESTIMATED COST 2015/16 SET UP - One Time, Account Set-Up \$150.00; EDIT CHRG - Hrlly rate to change layout after City has given initial approval: \$60.00; PROCESSING & PRINTING - Laser Print W/S Bills (PDF Format) Front & Back (black) \$0.025 ea; MAIL SERVICE - Fold, Insert, Sort & Mail \$0.02 ea; CARRIER ENVELOPES - Printing on #10 Single Window (1 color - black) Included in Supply Inventory; RETURN ENVELOPES - 2 Sided Printing on #9 Reply (1 color-black) (no window) Included in Supply Inventory	12,178.2200	\$12,178.22
1	Year	HOUSE HOLDING / MULTIPLE BILL MAILING 6X9 Std Window Envelope - Included; 9x12 Std Window Envelope - Included	0.0000	\$0.00
1	Year	SUPPLY INVENTORY BLANK PAPER STOCK - 8-1/2" x 11" 50# Offset White, Bottom Perforated \$0.01376 ea, CARRIER ENVELOPE STOCK - #10 Single Window \$0.0273 ea, RETURN ENVELOPE STOCK - No Window - #9 Reply Envelope \$0.0258 ea	0.0000	\$0.00
1	Each	PROCESSING TIME: Lasercom will process and deliver the bills monthly to the Post Office no later than sixty (60) continuous hours after the data is electronically submitted to Lasercom by the City of Troy	0.0000	\$0.00
1	Each	LIQUIDATED DAMAGES: If delivery is delayed beyond the mandatory turnaround time, liquidated damages of \$35.00/hour will be assessed against the bid surety for each hour beyond the mandatory delivery turnaround time, except for acts of God such as tornado, flood, etc.	0.0000	\$0.00

Entered By: MaryBeth Murz

**Special Instructions:**

NOTE: Quantities stated are estimated and based on past experience, and change as accounts are deleted and new accounts added. A ONE (1) YEAR Contract with an option to renew for THREE (3) YEARS to furnish all labor, materials, and equipment to provide laser printing and distribution of the City of Troy's water and sewer bills, in accordance with the specifications for ITB-COT 15-05 at the above stated prices. City Council Approval Date: 3/23/2015.

**TERMS & CONDITIONS**

1. Purchases of Municipalities are exempt from State Sales and Federal Excise Taxes.
2. Prior to acceptance, vendor agrees to provide City with information under the Right-to-Know Law, P.A. 1986, No. 80, and fully comply with all terms and conditions of the Michigan Occupational Safety and Health Act, MCL 408.1001, et seq. including vendor shall provide City with an "MSDS". Vendor also agrees to be responsible for all required labeling.
3. In cases of emergency/disaster, the City can purchase up to six(6) times the order amount for a period of six(6) months at the price contained in the contract.
4. Purchase Orders are signed electronically based upon computer generated "on-line" authorized approvals. Authentic signatures are on file in the City of Troy Purchasing Department.

NOTICE: The City could put the vendor on notice that vendors will be held financially responsible for any claims or awards made against the City as a result of the vendor's action. If the City has to defend the initial lawsuit, the City will bring in the vendor as a co-defendant or sue the vendor, either as the result of settling a claim or the conclusion of the lawsuit.

I HEREBY CERTIFY THAT THIS ORDER IS PROPERLY AUTHORIZED AND APPROVED.



CITY OF TROY  
PURCHASE ORDER  
PRINTING/DISTRIBUTION OF WATER & SEWER BILLS

ITB-COT 15-05  
Page 1 of 1

VENDOR NAME:

Lasercom, LLC.

Troy, MI

CHECK # -

Check on File Cash Receipt #2011-00035701

CHECK AMOUNT -

\$2,100.00

**PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE-YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION FOR THE CITY OF TROY'S WATER AND SEWER BILLS, WITH AN OPTION TO RENEW FOR THREE(3) ADDITIONAL YEARS**

EST QTY	SERVICE DESCRIPTION	UNIT PRICE	TOTAL
1	One Time, Account Set-Up	\$ -	\$ -
1	Edit Charge - Hourly Rate	\$ -	\$ -
109,400	Processing & Printing	\$ 0.047	\$ 5,141.80
109,400	Mail Service- (Fold, Insert, Sort,etc)	\$ 0.025	\$ 2,735.00
109,400	Carrier Envelopes - Printing on #10	\$ 0.0164	\$ 1,794.16
102,000	Return Envelopes - Printing on #9	\$ 0.0086	\$ 877.20
325	House Holding - 6 x 9 Envelope	\$ -	\$ -
200	House Holding - 9 x 12 Envelope	\$ -	\$ -
EST QTY	SUPPLY INVENTORY		
109,400	Water Bill Stock	\$ 0.0149	\$ 1,630.06
109,400	Carrier Envelope Stock	included	\$ -
102,000	Return Envelope Stock	included	\$ -
<b>ESTIMATED TOTAL COST:</b>			\$ 12,178.22

PROCESSING TIME:

Can Meet

Cannot Meet

X

SERVICE FACILITY:

Location

2230 Elliot

Troy, MI

24-Hour Phone Number

248-670-1120

Hours of Operation

7-6pm

PAYMENT TERMS:

net 30

DELIVERY / COMPLETION:

"as needed"

EXCEPTIONS:

left blank

ACKNOWLEDGEMENT: Signed - Y or N

Y

VENDOR QUESTIONNAIRE:

Attached

Not Attached

X

Opening Date -- 3/12/15  
Date Reviewed - 3/12/15

CITY OF TROY  
BID TABULATION  
PRINTING/DISTRIBUTION OF WATER & SEWER BILLS

ITB-COT 15-05  
Page 1 of 3

VENDOR NAME:

CHECK # -

CHECK AMOUNT -

Great Lakes Graphics inc.

Jackson, MI

No Bid Deposit

Lasercom, LLC.

Troy, MI

Bid on file

**PROPOSAL: FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE-YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION FOR THE CITY OF TROY'S WATER AND SEWER BILLS, WITH AN OPTION TO RENEW FOR THREE(3) ADDITIONAL YEARS**

EST QTY	SERVICE DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	One Time, Account Set-Up	\$ -	\$ -	\$ -	\$ -
1	Edit Charge - Hourly Rate	\$ -	\$ -	\$ -	\$ -
109,400	Processing & Printing	\$ 0.04	\$ 4,376.00	\$ 0.047	\$ 5,141.80
109,400	Mail Service- (Fold, Insert, Sort,etc)	\$ 0.01	\$ 1,094.00	\$ 0.025	\$ 2,735.00
109,400	Carrier Envelopes - Printing on #10	\$ 0.005	\$ 547.00	\$ 0.0164	\$ 1,794.16
102,000	Return Envelopes - Printing on #9	\$ 0.005	\$ 510.00	\$ 0.0086	\$ 877.20
325	House Holding - 6 x 9 Envelope	\$ 0.05	\$ 20.00	\$ -	\$ -
200	House Holding - 9 x 12 Envelope	\$ 0.06	\$ 18.00	\$ -	\$ -

EST QTY	SUPPLY INVENTORY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
109,400	Water Bill Stock	\$ 0.01	\$ 1,094.00	\$ 0.0149	\$ 1,630.06
109,400	Carrier Envelope Stock	\$ 0.02	\$ 2,188.00	included	\$ -
102,000	Return Envelope Stock	\$ 0.02	\$ 2,040.00	included	\$ -

**ESTIMATED TOTAL COST:**

PROCESSING TIME:

Can Meet

Cannot Meet

SERVICE FACILITY:

Location

24-Hour Phone Number

Hours of Operation

209 East Washington Avenue #355  
Jackson, MI

517-937-1814

7am-midnight

2230 Elliot  
MI Troy,

248-670-1120

7-6pm

PAYMENT TERMS:

net 30

net 30

DELIVERY / COMPLETION:

as specified

"as needed"

EXCEPTIONS:

left blank

left blank

ACKNOWLEDGEMENT: Signed - Y or N

Y

Y

VENDOR QUESTIONNAIRE:

Attached

Not Attached

X

X

DMS: Great Lakes Graphics, Inc.

ATTEST:

Enna Bachelor

Susan Riesterer

Ashely Levin

Sara Teets

MaryBeth Murz,  
Purchasing Manager

CITY OF TROY  
 BID TABULATION  
 PRINTING/DISTRIBUTION OF WATER & SEWER BILLS

ITB-COT 15-05  
 Page 2 of 3

VENDOR NAME:

CHECK # -

CHECK AMOUNT -

SSS Printing	Data Integrators
New Cumberland, PA	Fredricksburg, VA
1425711	9422409791
\$2,800.00	\$2,800.00

**PROPOSAL:** FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE-YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION FOR THE CITY OF TROY'S WATER AND SEWER BILLS, WITH AN OPTION TO RENEW FOR THREE(3) ADDITIONAL YEARS

EST QTY	SERVICE DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	One Time, Account Set-Up	\$ -	\$ -	\$ -	\$ 500.00
1	Edit Charge - Hourly Rate	\$ 35.00	\$ 35.00	\$ 125.00	n/a
109,400	Processing & Printing	\$ 0.0191	\$ 2,089.54	\$ 0.018	\$ 2,559.74
109,400	Mail Service- (Fold, Insert, Sort,etc)	\$ 0.0427	4,671.38	\$ 0.018	2,559.74
109,400	Carrier Envelopes - Printing on #10	\$ 0.0051	557.94	\$ 0.021	2,297.40
102,000	Return Envelopes - Printing on #9	\$ 0.0045	459.00	\$ 0.019	1,938.00
325	House Holding - 6 x 9 Envelope	\$ 0.1291	51.64	\$ -	250.00
200	House Holding - 9 x 12 Envelope	\$ 0.1751	52.53	\$ -	250.00
EST QTY	SUPPLY INVENTORY				
109,400	Water Bill Stock	\$ 0.0196	2,144.24	\$ 0.019	2,078.60
109,400	Carrier Envelope Stock	\$ 0.0205	2,242.70	\$ 0.021	2,297.40
102,000	Return Envelope Stock	\$ 0.0186	1,897.20	\$ 0.019	1,938.00
<b>ESTIMATED TOTAL COST:</b>			\$ 14,201.17		\$ 16,668.88

PROCESSING TIME:

Can Meet

Cannot Meet

SERVICE FACILITY:

Location

24-Hour Phone Number

Hours of Operation

PAYMENT TERMS:

DELIVERY / COMPLETION:

EXCEPTIONS:

ACKNOWLEDGEMENT: Signed - Y or N

VENDOR QUESTIONNAIRE:

Attached

Not Attached

X	X
901 Market Street New Cumberland, PA	1190 International Parkway Fredericksburg, VA
717-503-5002	540-752-9740
8:00AM-5:00PM	1st shift - 6AM-2PM/2nd shift - 2PM-10PM
N30	"2% 20 days net 30"
	As requested
Left blank	"NONE"
Y	Y
X	X

CITY OF TROY  
 BID TABULATION  
 PRINTING/DISTRIBUTION OF WATER & SEWER BILLS

ITB-COT 15-05  
 Page 3 of 3

VENDOR NAME:

CHECK # -

CHECK AMOUNT -

Kent Communications, Inc.

Grand Rapids, MI

860032

\$2,800.00

TEC Srvcs DBA MRS Mail Express

Monroe, LA

5501023425

\$2,800.00

**PROPOSAL:** FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE-YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION FOR THE CITY OF TROY'S WATER AND SEWER BILLS, WITH AN OPTION TO RENEW FOR THREE(3) ADDITIONAL YEARS

EST QTY	SERVICE DESCRIPTION	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	One Time, Account Set-Up	\$ 780.00	\$ 780.00	\$ -	\$ -
1	Edit Charge - Hourly Rate	\$ 100.00	\$ -	\$ 75.00	\$ 75.00
109,400	Processing & Printing	\$ -	\$ -	\$ 0.15	\$ 16,410.00
109,400	Mail Service- (Fold, Insert, Sort,etc)	\$ 0.12	13,128.00	\$ 0.02	2,188.00
109,400	Carrier Envelopes - Printing on #10	\$ 0.0276	3,024.98	\$ 0.03	3,282.00
102,000	Return Envelopes - Printing on #9	\$ 0.0263	2,688.51	\$ 0.05	5,100.00
325	House Holding - 6 x 9 Envelope	\$ 1.067	426.65	\$ 0.30	120.00
200	House Holding - 9 x 12 Envelope	\$ 1.325	397.43	\$ 0.30	90.00
EST QTY	SUPPLY INVENTORY				
109,400	Water Bill Stock	included	included	\$ 0.015	1,641.00
109,400	Carrier Envelope Stock	included	included	\$ 0.03	3,282.00
102,000	Return Envelope Stock	included	included	\$ 0.02	2,040.00
<b>ESTIMATED TOTAL COST:</b>			\$ 20,445.57		\$ 34,228.00

PROCESSING TIME:

Can Meet

Cannot Meet

X

X

SERVICE FACILITY:

Location

24-Hour Phone Number

Hours of Operation

3901 East Paris Avenue

Grand Rapids, MI

616-957-2120

Mon-Fri 8am-5pm

252 Venable Lane

Monroe, LA

318-325-0088

8am-5pm Monday to Friday

PAYMENT TERMS:

net 30; postage paid in advance

net 30 days

DELIVERY / COMPLETION:

"FOB USPS Monroe, LA"

EXCEPTIONS:

left blank

"P-Cards will be charged a 1.5% surcharge."

ACKNOWLEDGEMENT: Signed - Y or N

Y

Y

VENDOR QUESTIONNAIRE:

Attached

Not Attached

X

X

We are the current vendor, bid bond of \$3000.00 currently on file



CITY OF TROY  
BID PROPOSAL

ITB-COT 15-05  
PAGE 1 OF 4

The undersigned proposes to **FURNISH ALL LABOR, MATERIALS, AND EQUIPMENT TO PROVIDE ONE-YEAR REQUIREMENTS OF LASER PRINTING AND DISTRIBUTION OF THE CITY OF TROY'S WATER AND SEWER BILLS, WITH THE OPTION TO RENEW FOR THREE (3) ADDITIONAL YEARS**, in accordance with the attached specifications and illustrations to be considered an integral part of this proposal, at the following prices:

COMPANY NAME: Lasercom

PROPOSAL: ONCE A MONTH CUSTOMER BILLING

	ESTIMATED		
SERVICE DESCRIPTION	ANNUAL VOLUME	UNIT PRICE (Each)	TOTAL PRICE
<b>Set Up –</b>			
One Time, Account Set Up	1	\$ 0	\$ 0
<b>Edit Charge</b> Hourly rate for layout changes after City has given initial approval	1	\$ 0	\$ 0
<b>Processing &amp; Printing</b> Laser Print Water/Sewer Bills (PDF format) Front and back – black	109,400	\$ .047	\$ 5141.80
<b>Mail Service –</b> Fold, Insert, Sort & Mail	109,400	\$ .025	\$ 2735.00
<b>Carrier Envelopes –</b> Printing on #10 Single Window (1 color – black)	109,400	\$ .0164	\$ 1794.16
<b>Return Envelopes – No Window –</b> 2 Sided Printing on #9 – Reply Envelope 1 color – black	102,000	\$ .0086	\$ 877.20
<b>House Holding/ Multiple Bill Mailing</b> 6 x 9 Standard Window Envelope	400	\$ 0	\$ 0
9 x12 Standard Window Envelope	300	\$ 0	\$ 0
<b>SUPPLY INVENTORY</b>			
<b>Blank Paper Stock</b> 8-1/2" x 11" 50# Offset White, Bottom Perforated	109,400	\$ .0149	\$ 1630.06
<b>Carrier Envelope Stock</b> #10 Single Window	109,400	\$ Inc Above	\$ 0
<b>Return Envelope Stock – No Window –</b> #9 Reply Envelope	102,000	\$ Inc Above	\$ 0
<b>ESTIMATED TOTAL COST:</b>			\$ 12,178.22



**UNIT PRICES:**

Unit prices prevail. The City of Troy Purchasing Department will correct all mathematical errors.

**ADDITIONAL INFORMATION:**

For additional information or questions concerning this project, please contact **Emily Frontera**, Office Coordinator for the Public Works Department, at **(248) 524-3373**.

**ESTIMATED QUANTITIES:**

Quantities stated are estimated and will be used for award purposes only. The numbers stated are based on past experience, and change as accounts are deleted and new accounts added.

**AWARD:**

The evaluation and award of this bid shall be a combination of factors, including but not limited to: cost, professional competence, references, and the correlation of the proposal submitted to the needs of the Department of Public Works and any other factors considered to be in the City's best interest.

The City of Troy reserves the right to award this bid to the lowest responsible bidder meeting specifications; to reject low bids which have major deviations from specifications; to accept a higher bid which has only minor deviations. It is always recommended that you quote the project as specified.

**DOWN PAYMENTS OR PREPAYMENTS:**

Any proposal received which requires a down payment or prepayment for services to be performed prior to work completion and acceptance as being in conformance with specifications will not be considered for award.

**POSTAGE:**

The successful bidder is responsible for the payment of postage. The City will reimburse the successful bidder for the actual cost of first class postage.

**PROCESSING TIME:**

The successful bidder will process and deliver the bills monthly to the Post Office no later than sixty (60) continuous hours after the data is electronically submitted to the vendor by the City of Troy.

☒ The company can meet this turnaround schedule.

☐ The company cannot meet this delivery turnaround schedule, but offers:

**SERVICE FACILITY:**

Location: 2230 Elliot Troy  
24-Hour Phone Number: 248 670 1120  
Hours of Operation: 7:6pm  
Contact Person: David Grudzinski

**LOCAL PREFERENCE:**

The City of Troy reserves the right to award a contract to a local business, one who pays City of Troy taxes (real and/or personal), if the total project cost does not exceed 2% of the lowest responsible bidder(s), all other provisions being equal.

COMPANY NAME: Lasercom

**BID DEPOSIT AND FORFEITURE:**

The bid deposit of the lowest bidder shall be forfeit if, after opening the bid proposal, a change in the proposal price or other provision of the bid proposal is required by the bidder that is prejudicial to the interest of the City of Troy or fair competition.

Upon award to the successful bidder, the bid deposit will be retained as a performance surety until successful completion of all contract requirements.

**LIQUIDATED DAMAGES:**

If delivery is delayed beyond the mandatory turnaround time, liquidated damages of \$35.00 per hour will be assessed against the bid surety for each hour beyond the mandatory delivery time turnaround, except for acts of God such as tornado, flood, etc.

The successful bidder shall be considered in default of contract when the entire bid surety is forfeited due to enforcement of liquidated damages. The time designated by the City representative as the "electronic delivery time" of the files shall be considered Hour 1. The successful bidder must have the completed Water/Sewer Bills delivered to the Post Office within 60 continuous hours from this time. If necessary, the drop off time can be verified via the US Postal Service Postage Statement for First Class Mail – PS Form 3600-R, March 2008.

**PURCHASE ORDER:**

After the Troy City Council has approved the award recommendation; the successful bidder will receive a purchase order issued from the City of Troy, which will create a bilateral contract between the City of Troy and the successful bidder. The purchase order shall commit the bidder to perform the contract in accordance with specifications. A contract document will not be issued.

**UNAUTHORIZED USE OF INFORMATION:**

The successful bidder awarded a contract to provide the services requested in this bid document agrees that it will use the data provided solely to fulfill contract requirements. The sale, distribution or dissemination of data of any kind provided by the City of Troy for any purpose other than contractually specified is prohibited.

**TERMINATION FOR CONVENIENCE:**

The City may cancel the contract for its convenience, in whole or in part, by giving the contractor written notice 30 days prior to the date of cancellation. If the City chooses to cancel this contract in part, the charges payable under this contract shall be equitably adjusted to reflect those services that are cancelled.

COMPANY NAME: \_\_\_\_\_

*Lasercom*

**SIGNATURE PAGE**

**PRICES:** Prices quoted shall remain firm for 60 days or bid award, whichever comes first, except the successful bidder (s) whose prices are to remain firm for the entire contract period.

**The contract contains an option to renew for three (3) additional years under the same prices, terms, and conditions based upon mutual consent of both parties within 90 days of contract termination.** A request by City staff to determine a successful bidder's interest in renewing a contract in no way obligates the City.

Pricing may be adjusted annually due to fluctuations in paper costs. The increase/decrease requested must be verifiable mill increases or decreases. A dated, signed letter from the mill may be adequate proof of the increase or decrease at the City of Troy's option.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** David Grudzinski

NOTE: The undersigned has checked carefully the bid figures and understands that he/she shall be responsible for any error or omission in this bid offer and is in receipt of all addendum as issued.

COMPANY Lasercom LLC

ADDRESS 2230 E 11th CITY Troy STATE MI ZIP 48083

PHONE NUMBER (248) 585 2800 FAX NUMBER (248) 585 1490

COMPANY REPRESENTATIVE'S NAME: David Grudzinski

(Print)

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** David Grudzinski

TERMS: N 30

WARRANTY: \_\_\_\_\_

☐ Please check, if P-cards are an accepted form of payment.

DELIVERY: As Needed E-MAIL: dave@lasercomdata.com

**EXCEPTIONS:** Any exceptions, substitutions, deviations, etc. from the City specifications and this proposal must be stated below. The reason(s) for the exception, substitution, or deviation are an integral part of this bid offer:

ACKNOWLEDGEMENT: I, David Grudzinski, certify that I have read the **Instructions to Bidders** (3 Pages) and that the bid proposal documents contained herein were obtained directly from the City's Purchasing Department or MITN website, www.mitn.info and is an official copy of the Authorized Version.

**SIGNATURE OF AUTHORIZED COMPANY REPRESENTATIVE:** David Grudzinski

NOTE: The City of Troy, at their discretion, may require the bidder(s) to supply a Financial Report from an impartial Financial Credit Reporting Service before award of contract.

**IMPORTANT:** All City of Troy purchases require a MATERIAL SAFETY DATA SHEET, where applicable, in compliance with the MIOSHA "Right to Know" Law. Please include a copy of any relevant MSDS at the time of bid submission.

U.S. FUNDS: All prices are to be quoted in U. S. Currency.  
G:/Bid ITB-COT 15-05 Printing/Distribution of Utility Bills



Questionnaire  
Printing/Distribution of Utility Bills

Page 1 of 3

**CITY OF TROY  
VENDOR QUESTIONNAIRE**

Please provide the following information and submit with your bid proposal:

DATE: 3.11.15  
Month/Date/Year

FIRM NAME: Lasercom LLC

ESTABLISHED: July, 1989 STATE: MI  
20\_\_

TYPE OF ORGANIZATION: (Circle One)

- a. Individual
- b. Partnership
- ☒ c. Corporation
- d. Joint Venture
- e. Other \_\_\_\_\_

If applicable:

FORMER FIRM NAME(S)

YEARS in BUSINESS

Mail It 4 More

12

NOTE: If additional space is needed throughout the questionnaire, please attach additional sheets numbered appropriately for identification.

1) How many years has your company been providing Printing and Distribution Services?

15

2) How many clients does your company currently serve with the type of services described?

50 +

3) Please provide a list of at least three (3) client references who have had similar work performed by your company within the last five (5) years. Include name, address, phone number, contact person, and email. NOTE: Include the City of Troy as a reference if the work was similar in nature to this project. Please, print.

Entity Name	Address	Contact Name	Phone Number	E-Mail
<u>SEE ATTACHED</u>				

- 4) Attach at least one sample document of a project completed similar in scope to the City of Troy.

- 5) How many employees does your company employ?

Full-time employees: 8 Part-time employees: 10+

- 6) Provide information on personnel who will be assigned to the City of Troy project. Include a detailed communications contact list including phone numbers that shall identify, but is not limited to, account manager, program manager, inside sales contact, order processing/production control contact, accounts payable contact and a backup contact, all of whom will be available to answer questions pertaining to the printing progression or transactions which require more detailed explanations.

David Grudzinski	Owner	248 670 1120
Phil Grudzinski	Op Mng	248 585 2800
Rose Nardling	Off Mng	248 670 7490

- 7) Provide a timeline detailing the initial set-up phase through City approval of the billing layout.

Immediate : Current Vendor

- 8) What back-up plans are in place to ensure that if your printing location were to have a major printing problem that bills for the City would still be printed following the processing time indicated in this proposal?

Equipment & Agreements in place w other bill processors

- 9) What methods are in place to ensure that all utility customer data delivered to your firm by the City has resulted in a printed bill?

Internal QC

- 10) Describe how the printing and mailing operations of your company address the needs of the City of Troy.

Providing competitive & timely service to Troy in Troy

- 11) What Post Office would you deliver the bills to? Royal Oak / Pontiac
- 12) Will your company utilize CASS certified software to review postal coding? What advantages does this service provide? Yes
- 13) Would you subcontract any of the services being requested? Printing of envelopes
- 14) Can your firm provide any options that would be beneficial to the process? -
- 15) **Current Contract:**  
Please provide a list of all open contracts your company currently holds. Include contract name, organization, location, type, size, required date of completion, percentage of completion to date of each job and value of each contract.  
See Attached References  
All are current municipal contracts

The undersigned hereby declares that he/she has carefully examined the general specifications and will print the City of Troy Water and Sewer Bills for the price set forth in this proposal. Any changes to the specifications and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the product.

THE FOREGOING QUESTIONNAIRE IS A TRUE STATEMENT OF FACTS:

Signature of Authorized Company Representative:

Company:

Address:

Phone Number:

Representative's Name:

Title:

Date:

David Grudzinski  
Lasercom LLC  
2230 Elliot  
Troy MI 48063  
248 585 2800  
David Grudzinski  
(Print)  
Owner  
3.11.16

David Grudzinski



**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.

Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and

Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:

For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;

For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or

For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Charter, Chapter 12, Section 12.2- Contracts.

☐ I am able to certify to the above statements.

Name of Agency/Company/Firm (Please Print)

Lasercom LLC

Name and title of authorized representative (Please Print)

David Grudzinski

Signature of authorized representative

David Grudzinski

Date

3.11.15

☐ I am unable to certify to the above statements. Attached is my explanation.

G:\Purchasing Forms - Instructions\Certification regarding debarment (2).doc





CITY OF TROY  
OAKLAND COUNTY, MICHIGAN  
NON-COLLUSION AFFIDAVIT

TO WHOM IT MAY CONCERN:

David Grudzinski

(Print Full Name)

being duly sworn deposed, says that he/she

is Owner

(State Official Capacity in Firm)

The party making the foregoing proposal or bid,

that such bid is genuine and not collusion or sham; that said bidder has not colluded, conspired, connived, or agree, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion, or communication or conference, with any person to fix the bid price or affiant or any other bidder, or to fix any overhead, profit, or cost element of said bid price, or that of any other bidder, or to secure the advantage against the City of Troy or any person interested in the proposed contract; and that all statements contained in said proposal or bid are true.

David Grudzinski

SIGNATURE OF PERSON SUBMITTING BID

Philip J. MacGowan

NOTARY'S SIGNATURE

Subscribed and sworn to before me this 11<sup>th</sup> day of March, 2015 in and for \_\_\_\_\_  
Oakland County.

My commission expires:

03/24/2017



PHILIP J. MACGOWAN  
Notary Public, State of Michigan  
County of Oakland  
My Commission Expires Mar. 24, 2017  
Acting in the County of Oakland



**VENDOR CERTIFICATION  
THAT IT IS NOT AN  
"IRAN LINKED BUSINESS"**

Pursuant to Michigan law, (the Iran Economic Sanctions Act, 2012 PA 517, MCL 129.311 et seq.), before accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must first certify that it is not an "IRAN LINKED BUSINESS", as defined by law.

Vendor	Lasercom LLC
Legal Name	Lasercom LLC
Street Address	2230 E 11th
City	Troy
State, Zip	MI 48063
Corporate I.D. Number/State	
Taxpayer I.D. #	

The undersigned, with: 1.) full knowledge of all of Vendors business activities, 2.) full knowledge of the requirements and possible penalties under the law MCL 129.311 et seq. and 3.) the full and complete authority to make this certification on behalf of the Vendor, by his/her signature below, certifies that: the Vendor is NOT an "IRAN LINKED BUSINESS" as required by MCL 129.311 et seq., and as such that Vendor is legally eligible to submit a bid and be considered for a possible contract to supply goods and/or services to the City of Troy.

Signature of Vendor's Authorized Agent: David Grudzinski

Printed Name of Vendor's Authorized Agent: David Grudzinski

Witness Signature: Philip Grudzinski

Printed Name of Witness: Philip Grudzinski

### REFERENCES

List at least two (2) companies or governmental agencies (preferably a municipality) where the same or similar products and/or services as contained in this specification package were recently provided.

COMPANY NAME City of Warren  
Contact Person Doug Reichle Title \_\_\_\_\_  
Address One City Center PO Box \_\_\_\_\_ Township \_\_\_\_\_  
State Warren MI 48089 Zip \_\_\_\_\_ e-mail dreichle@cityofwarren.org  
Phone Number 586 574 4699 Fax Number \_\_\_\_\_

COMPANY NAME City of Auburn Hills  
Contact Person Jackie Meyers Title \_\_\_\_\_  
Address 1500 Brown Rd PO Box \_\_\_\_\_ Township Auburn Hills  
State MI Zip 48306 e-mail j.meyers@auburnhills.org  
Phone Number 248. 370. 9340 Fax Number \_\_\_\_\_

COMPANY NAME City of Troy  
Contact Person Emily Frontera Title \_\_\_\_\_  
Address 4693 Rochester Rd PO Box \_\_\_\_\_ Township Troy  
State MI Zip 48085 e-mail E.Frontera@troymi.gov  
Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

COMPANY NAME City of Taylor  
Contact Person Ed Bourassa Title Treasurer  
Address 23555 Goddard PO Box \_\_\_\_\_ Township Taylor  
State MI Zip 48180 e-mail ebourassa@ci.taylor.mi.us  
Phone Number 734. 374. 1301 Fax Number \_\_\_\_\_

SAMPLE



4693 Rochester Rd.  
Troy, MI 48085

**Billing Questions: (248) 524-3370**  
**Fax: (248) 524-3520**  
**Hours: 8 am to 4:30 pm**

**Troy Police:** (248) 524-3477

**Website:** [WWW.TROYMI.GOV](http://WWW.TROYMI.GOV)



T1 P1-4062  
OCCUPANT  
1412 MILVERTON DR  
TROY MI 48063-6133

Enroll in Auto Bill Pay: [www.troymi.gov/treasurer](http://www.troymi.gov/treasurer)

## CITY MESSAGES

Mail Payments to: City of Troy - Water  
PO Box 554743  
Detroit, MI 48255-4743

Water & Sewer Rates combined = \$5.58 per unit (100 cubic feet)  
 Water Rate = \$3.10 per unit (100 cubic feet)  
 Sewer Rate = \$2.48 per unit (100 cubic feet)  
 1 gallon of water = \$.00745 (less than 1 cent)  
 Minimum Quarterly Bill = \$45.20

Check your Spring Troy Today for great programs & fun for the entire family at the Troy Community Center.

Nature Center, Library and Historic Village [www.TroyMI.gov/TroyToday](http://www.TroyMI.gov/TroyToday)

**Feb 28: Family Night Out -Troy Community Center**

**5 - 7:45pm Family 4-pack: \$10 (Res); \$14 (NR)**

Feb 21: Crossroads Family Band, Library, 2-3pm. Enjoy a concert for all ages, featuring an entire family of musicians with instrument jazz, blues, be-bop, funk and fusion.

**Mar 7, 14, 21: Maple Syrup Time, Nature Center, 9am-3pm. Program starts every half hour. Fee: \$8; THS & TNS members & Children (4-12) \$6 Register at [www.TroyNatureSociety.org](http://www.TroyNatureSociety.org) or Call 248.688.9703**

**Unearthing Our Buried Past Lecture Series, Troy Historic Village  
2nd Wednesdays Feb - May, 7:30pm Call 248-524-3570 to register**

**10% LATE CHARGE ADDED IF NOT PAID IN FULL BY THE DUE DATE**

Please mail this stub with your payment or when paying in person, bring entire notice to Treasurers at 500 W Big Beaver  
MAKE CHECK PAYABLE TO: City of Troy



**Note: Payment Must Be Received By the 15th to Avoid Penalty.**

INFORMATIONAL COPY  
CREDIT BALANCE

## SERVICE INFORMATION

Account Number:	3140452
Service Address:	1412 MILVERTON DR
Service Period:	10/01/2014 to 01/05/2015
Previous Read:	1886
Current Read:	1898
Consumption:	12
Yr Ago Cons:	9

## DETAILED WATER INFORMATION

WATER SERVICE	\$37.20
SEWER SERVICE	\$29.76

<b>DUE DATE</b>	03/15/2015
<b>CURRENT AMOUNT DUE</b>	\$66.96
<b>PREVIOUS BALANCE</b>	\$(321.63)
<b>AMT AFTER DUE DATE</b>	\$(254.67)
<b>CREDIT BALANCE AMOUNT</b>	\$(254.67)

ADDRESS	1412 MILVERTON DR
ACCOUNT NUMBER	3140452
DUE DATE	03/15/2015
AMT AFTER DUE DATE	\$(254.67)
CREDIT BALANCE AMOUNT	\$(254.67)

**CREDIT BALANCE - Please Do Not Pay**

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